

**GOVERNMENT OF INDIA(BHARAT SARKAR)
MINISTRY OF RAILWAYS(RAIL MANTRALAYA)
(RAILWAY BOARD)**

No. 2002/TG-I/20/P

New Delhi, dated/2-08-2002.

The General Managers(Commercial),
All Zonal Railways.

(Commercial Circular No. 61 of 2002)

**Sub: Installation of FAX Machine for Transmission of reservation of
MPs/VIPs.**

Please refer to of Board's letter No. 98/TG-I/14/P dated 23.04.1998 wherein detailed guidelines regarding procedure for allotment of Emergency Quota were circulated to all zonal railways.

In paras (v) and (vi) of the above letter it has been mentioned that a skeleton chart should be taken out at train originating and chart preparation centres to find out details of the VIPs including MPs booked and action taken by the incharge to seek reservation from the emergency quota controlling authorities and whenever the parliament House Booking Office/any other Booking Office sends a message for MPs onward and return journey, a copy should invariably be endorsed to CCM and ACM(reservation) of the concerned Railway.

During the meeting held by the Hon'ble Chairman, House Committee(Lok Sabha) in his chamber on 20.5.2002 it was pointed out that often the Hon'ble Members of Parliament face problems in getting reservation from the stations other than Delhi. The matter has been examined by Northern Railway and in order to facilitate transmission of reservation messages to other Zonal headquarters and the reservation controlling offices, a FAX message machine has been installed in Parliament House Booking Office.

In view of above, Ministry of Railways desire that all Zonal Railways should install a fax machine for this purpose at Divisional and Zonal Headquarters for conveying the message regarding booking of MPs/VIPs to each other. Each Zonal Railways should advise all other zonal railways and also this office the number of such fax machines installed on their railway. Necessary action may be taken accordingly.

Please acknowledge receipt.

DA: As above.


(Dr. P.K. Goel)
Executive Director, Passenger Marketing
Railway Board.

Copy to:

1. CCM(PS)s & CCM(PM)s of all Zonal Railways.
2. OSDs/East Coast Railway, Bhubaneswar, East Central Railway, Hajipur, North Central Railway, Allahabad, North Western Railway, Jaipur, South Western Railway, Bangalore, West Central Railway, Jabalpur.
3. EDV(T) & V(SS) Branch Railway Board.
4. Director General, Professor/Training & Professor/Comml., Railway Staff College, Vadodara.
5. The Principals, Zonal Training Centers, Central Railway-Bhusaval, Eastern Railway-Dhanbad, Northern Railway-Chandausi, N.E. Railway-Muzaffarpur, N.F. Railway-Alipurduar, Southern Railway-Trichy, S.E. Railway-Sini, Western Railway-Udaipur.

भारत सरकार
रेल मंत्रालय (रेलवे बोर्ड)

सं.2002/टीजी I/20/पी

नई दिल्ली, दिनांक : 12-8-2002

महाप्रबंधक (वाणिज्य)
सभी क्षेत्रीय रेलें.

(2002 का वाणिज्य परिपत्र सं. 61)

विषय : संसद सदस्यों/अति विशिष्ट व्यक्तियों को आरक्षण देने के लिए फैक्स मशीन लगाना.

कृपया बोर्ड के दिनांक 23.4.98 के पत्र सं. 98/टीजी I/14/पी का अवलोकन करें जिसमें सभी क्षेत्रीय रेलों को आपातकालीन कोटा आबंटित करने की प्रक्रिया से संबंधित विस्तृत मार्गनिर्देश परिपत्रित किए गए थे.

उपर्युक्त पत्र के पैरा (v) और (vi) में यह उल्लेख किया गया है कि बुक किए गए संसद सदस्यों सहित अति विशिष्ट व्यक्तियों के व्योरो का पता लगाने के लिए गाड़ी के प्रारंभिक तथा चार्ज-बनाने वाले केन्द्रों पर एक रूपरेखा चार्ट लिया जाए तथा आपातकालीन कोटा नियंत्रण प्राधिकारियों से आरक्षण मांगने के लिए इंचार्ज द्वारा की गई कार्रवाई तथा जब कभी संसद भवन बुकिंग कार्यालय/कोई अन्य बुकिंग कार्यालय संसद सदस्यों को अंतर् तथा बहिर्यात्रा के लिए संदेश भेजे, उसकी एक प्रति संबंधित रेलवे के मुख्य वाणिज्य प्रबंधक तथा सहायक वाणिज्य प्रबंधक को निरपवाद रूप से पृष्ठांकित की जाए.

अध्यक्ष, हाउस समिति (लोकसभा) द्वारा 20.5.2002 को अपने चैम्बर में आयोजित बैठक के दौरान यह उल्लेख किया गया था कि संसद सदस्यों को दिल्ली के अलावा अन्य स्टेशनों से आरक्षण प्राप्त करने में प्रायः समस्याओं का सामना करना पड़ता है. उत्तर रेलवे द्वारा इस मामले की जांच की गई है तथा अन्य क्षेत्रीय मुख्यालयों और आरक्षण नियंत्रण कार्यालयों को आरक्षण संदेशों का प्रेषण सुसाध्य बनाने के उद्देश्य से, संसद भवन बुकिंग कार्यालय में एक फैक्स संदेश मशीन लगाई गई है.

उपर्युक्त को देखते हुए, रेल मंत्रालय चाहता है कि सभी क्षेत्रीय रेलें इस प्रयोजन के लिए मंडल तथा क्षेत्रीय मुख्यालयों में संसद सदस्यों/अति विशिष्ट व्यक्तियों की बुकिंग के संबंध में एक दूसरे को संदेश देने के लिए फैक्स मशीन लगाएं. प्रत्येक क्षेत्रीय रेलवे उनकी रेलवे पर लगाई गई ऐसी फैक्स मशीनों की संख्या की सूचना सभी अन्य क्षेत्रीय रेलों तथा इस कार्यालय को भी दें. तदनुसार आवश्यक कार्रवाई की जाए.

कृपया पावती दें.

संलग्नक : यथोक्त

(डॉ पी.के.गोयल)
कार्य.निर्दे., यात्री विपणन
रेलवे बोर्ड.

saNJEEV

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Government of India (Dharat Sarkar)
Ministry of Railways (Rail Mantralaya)
(Railway Board)

No.98/TG.I/14/P.

New Delhi, Dated: 23.04.1998.

The General Managers,
All Zonal Railways,

Sub: Procedure for allotment of Emergency Quota.

Railways are aware that a few berths/seats have been earmarked in different trains as Emergency quota to be operated at the discretion of the competent authorities concerned. In order to ensure that the quota so earmarked is properly utilised and to prevent its misuse, the following procedure will be adopted for their utilisation:-

- (i) The Emergency Quotas on different trains will be operated by the concerned railway authorities already nominated for this purpose from time to time to the extent of the number of berths/seats laid down on different trains.
- (ii) A time limit will be laid down for each train for the finalisation of the allotments against the quota concerned and its release.
- (iii) All requisitions for allocations from the Emergency Quotas will be centralised in the office of the competent authority and final allocations decided only at the expiry of the stipulated period.
- (iv) While deciding the persons for whom the Emergency Quota is to be utilised, the competent authority controlling the quota would take into account all relevant factors like the urgency for undertaking the journey, status of the persons travelling, their inter-se seniority in the warrant of precedence, etc.
- (v) A skeleton chart should be taken out at train-originating and chart preparation centres to find out details of the VIPs including MPs booked and action taken by the Incharge to seek reservation from the emergency quota controlling authorities.
- (vi) Whenever the Parliament House Booking Office/any other Booking Office sends a message for MP's onward and return journey, a copy should invariably be endorsed to CCM and ACM(Reservation) of the concerned Railway. This shall be in addition to the communication sent to the Chief.

Reservation Supervisor/SM concerned. The officer concerned in the Headquarters office will take necessary action to get the accommodation released in favour of the VIPs.

- (vii) With a view to prevent the malpractices, reservation requests received from various quarters should be checked from time to time and in cases where there is doubt about the genuineness of the requests/letter, the position may be checked up by speaking to the persons concerned on phone for ensuring the genuineness of the requisition.
- (viii) The method of entertaining request on telephone should not normally be allowed except in rare cases of such request being received from VIPs which should be followed up by a written request from the person concerned. Commercial Officers of adequate seniority will be nominated by CCM/DRM in the Issuing office to do sample periodic check say once a week on such telephonic requests at random verifying with the concerned officer in whose name the request has been registered. A record of such test checks should be available on the register.
- (ix) In case of SA Grade Officers and below, the written requests must be signed by the Officer concerned only.
- (x) In case of PHODs and other Senior Officers request should either signed by themselves or on their behalf by Gazetted Officer working under him.
- (xi) In case of AGM and GM, the written requests should be signed by the Secretary or Deputy Secretary or Private Secretary only.
- (xii) In case of direct requests from non-Railway persons, the officer releasing the Emergency Quota will personally exercise due care and caution to ensure that the requests are genuine.
- (xiii) All records pertaining to release of Emergency Quota should be preserved for a period of at least three months from the date of journey.

The above points may please be brought to the notice of all concerned for strict compliance.

Kindly acknowledge receipt of this letter.

(Dr. P.K. Goel)

Executive Director, Passenger Amenities,
Railway Board.

Copy to:

- 1) Chief Commercial Managers, All Zonal Railways.
- 2) OSD/TC, V(SS), O&M (With 20 spares) & TG-V Branch of Railway Board.